

Content Outline Job Aid

The content outline is created by a small group of training development team members. It provides structure for a training program and builds on the content scope and learning objectives completed in the Plan phase, adding detail, clarification, and supporting information. As the Design phase proceeds, the content outline is updated to include new or modified information, such as types of activities, sequence of events, and edited content. The result is an overview of course contents and methods.

How to create a content outline:

Review the content scope and learning objectives from the Plan phase. From this information, list the key concepts (and the corresponding learning objective) identified in the Plan phase. Then, gather detailed content for each key concept and group similar concepts into course modules. Later, after learning activities have been created, the content outline is updated to include these activities and any other necessary adjustments.

The template includes the following components:

Key Concepts

- List key concepts from the content scope in the Plan phase
- Identify the corresponding learning objective for each, also from the Plan phase

Detailed Content

- Gather and document supporting information or detail for each concept

Modules

- What concepts go together?
 - Combine similar categories and group the content
 - Determine module name by common theme
- Place modules in appropriate course sequence
 - Identify a logical progression for modules
 - Sequence content in the order used on the job
 - Cover critical tasks (incorporate “need to know” content first, and then, if applicable, “nice to know” content)

After drafting the content outline:

- Review content outline with team
- Review content information with SMEs (refer to Usability Review job aid)
- Update the content outline to reflect new or additional information
- Send content outline to team prior to instructional strategy session